



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

WORKFORCE RESEARCH ANALYST III

Job Number: 20001551

Job Code: 80730V000101

Job Group: 8000 - RESEARCH AND ANALYSIS

Job Established: 04/16/2008

Job Revised:

Grade: 13 Salary (MIN - MID):

\$16,432-\$21,875 - Hourly

\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary

\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs professional complex statistical work in gathering, computing and analyzing labor market and workforce data. Assists other research analysts in performing their duties. Assists in training new employees; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have three (3) years of professional experience involving the analysis of statistical data, data computation, gathering statistical information for the preparation of labor market or workforce information reports or related experience.

Substitute EDUCATION for EXPERIENCE:

Graduate work in economics, accounting, statistics, mathematics, computer science, public administration or a related field will substitute for up to one year of the required experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Experience in gathering, computing and analyzing statistical data for surveys and/or labor market reports or related experience will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Performs professional complex work in the preparation of statistical data applied to the planning and carrying out programs of state and/or federal government agencies. Processes, summarizes and interprets results of numerical data and makes recommendations based upon findings. Assists other research analysts. Assists in training new employees. Participates in the collection, analysis and presentation of numerical data. Explains technical matters to persons both with and without technical expertise. Uses research methods to determine if methodologies and procedures need to be modified. Confers with customers (general public, private organizations and governmental agencies) of Labor Market Information via meetings, phone calls, E-mails and presentations and makes determinations if their demands are being met. Meets with colleagues and constituencies to identify desired information and develop methods to produce required data. Develops and edits publications consisting of both narrative and tabular information. Review statistical reports for technical accuracy and for compliance with established reporting requirements. Makes suggestions for new data products and develops methodology for producing such items. Prepares data for publication and dissemination to customers. Represents agency on work groups. Makes presentations to various private and public customer groups.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.